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20 MAR 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Requirements and Workload in the Administration Building
Printing Plant

1. Attached is the staff study which has been extended to provide answers to the questions asked by you on 20 February:

a. If the "deadline" situation were adjusted, would it make any difference and if so how much?

b. How many people are needed to operate the Administration Building Printing Plant?

Briefly, these answers are:

a. The "deadline" situation accounts for 2.5% of total NIS production and neither PSD nor OBI is concerned about it. The pressures which are of concern to PSD are those directed toward reducing the backlog and shortening the length of time the NIS Sections spend at the Admin. Plant. These pressures can be adjusted in one of two ways, each with different results:

(1) Remove them and require only production of 500 NIS Sections a year without regard to timeliness. This would impair the effectiveness of the NIS program and would have an adverse effect on the confidence in the program of the contributing and using agencies, but would not eliminate the need for a ceiling increase in the Admin. Plant.

(2) Increase the ceiling in the Admin. Plant and continue to authorize overtime to work the current backlog down to about 100 NIS Sections and keep it there. Once the backlog is down, the average length of time for printing NIS Sections will automatically go down and much pressure will be removed. Timely authorization of overtime during future peak periods will avoid building up of further unmanageable backlogs.

b. The one year operating experience in the Admin. Plant, under considerably less than ideal circumstances, makes it impossible to state with certainty the optimum number of people for staffing the plant. It has become apparent, however, that more than 110 (the current working ceiling) are needed. Based on earlier estimates and adjusted on the basis of 14 months experience in operating this plant, Chief, PSD has recommended

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a minimum ceiling of 116, one slot above the "absolute minimum" of 115 which was discussed earlier. For reasons which are discussed in the study (paragraphs marked in red), we have concurred with this recommendation, which, if approved, will require release of 6 of the 9 frozen slots, leaving 3 slots to be held pending further experience in this plant.

2. You will be interested to know that there are now 4 persons detailed temporarily from GPO on duty in the plant in addition to the 110 of our own people. This will help the situation if these people can be retained until we can get more of our own people on board. You will also be interested to know that the backlog was reduced in January from 214 NIS Sections (end of December figure) to 192 sections.



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Chief, Management Staff



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